



**REQUEST FOR QUOTATION  
FAX ON DEMAND**

**RFQ NO: SAL-FY07-005**

Arizona Department of Agriculture  
State Agricultural Laboratory  
Susan Ryan  
2422 W Holly, Phoenix, AZ 85009  
602-744-4903 (O) 602-253-2247 (F)

Quotations must be accepted until 3:00 P.M., M.S.T. on May 25, 2007

Date: May 14, 2007

Page 1 of 3

**VENDOR NOTICE**

**THIS IS NOT A PURCHASE ORDER**

The attached instruction to Offeror's should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, including applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address or fax number. Please reference the Buyer's name and the RFQ number on the outside of the return envelope.

NOTE: The terms and conditions attached to this form should be reviewed and understood before preparing a quotation. The Uniform Terms and Conditions and Uniform Instructions to Offeror's are incorporated into this document by reference, and may be obtained by visiting <http://www.azspo.az.gov/PoliciesDocuments/terms/UIOv7.pdf>, and <http://www.azspo.az.gov/PoliciesDocuments/terms/UTCv7.pdf>. In accordance with Arizona Revised Statute 41-2535(B), this purchase is restricted to small businesses, if practicable.

\_\_\_\_ I certify that my company is a small business. A small business is defined as having fewer than 100 employees or less than 4 million dollars in gross receipts.

Please check as many as applicable:

\_\_\_\_ I certify that my company is a Woman-Owned Business Enterprise (WBE). A WBE is defined as an enterprise where a woman owns at least fifty-one percent (51%) of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation.

The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

\_\_\_\_ I certify that my company is a Minority-Owned Business Enterprise (MBE). An MBE is defined as an enterprise where an ethnic minority owns at least fifty-one percent (51%) of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

**Vendor Quotation**

Item	Description of Material, Service or Construction	Quantity	Unit	Unit Price	Extended Price
1	Equivalent to Agilent G4671AA EZChrom Elite				
	EZChrom Elite 1st Inst Control Module. This is an intangible item. Instrument control will be programmed onto license medium.	1			
	With the following configuration: Select SW version : SW version 3.1.7				
	Agilent GC - 6890 w/ALS	1			
	Agilent 1100/1200 LC w/ALS	1			
	Equivalent to Agilent G4672AA EZChrom ELite				
	EZChrom ELite Additional Instrument Control Modules. This is an intangible item. Instrument control will be programmed onto license medium.	1			
	With the following configuration: Select SW version : SW version 3.1.7				
	Agilent GC - 6890 w/ALS	7			
	Agilent 1100/1200 LC w/ALS	3			
	Equivalent to Agilent G4709AA EZChrom Elite				
	EZChrom Elite/SI License Configuration	1			
	With the following configuration:				
	Must Specify Type of System ! : EZChrom Elite System Must specify type of license! : New license Req'd entry: specify medium : SW License on USB Dongle				

**CONTINUED ON PAGE 2**



**REQUEST FOR QUOTATION  
FAX ON DEMAND**

**RFQ NO: SAL-FY07-005**

Arizona Department of Agriculture  
State Agricultural Laboratory  
Susan Ryan  
2422 W Holly, Phoenix, AZ 85009  
602-744-4903 (O) 602-253-2247 (F)

Quotations must be accepted until 3:00 P.M., M.S.T. on May 25, 2007

Date: May 14, 2007

Page 1 of 3

**Vendor Quotation**

Item	Description of Material, Service or Construction	Quantity	Unit	Unit Price	Extended Price
	<p>Pricing good for 90 day after close of bid</p> <p>Taxes included with pricing</p> <p>Shipping included with pricing</p>				

Company Name	Address	City	State	Zip Code	Phone Number
--------------	---------	------	-------	----------	--------------

Tax ID Number:

FAX Number:

Signature

Typed Name and Title

Date

## INSTRUCTIONS TO OFFERORS

### RFQ NO: SAL-FY07-005

1. This document is a Request for Quotation issued by the Arizona Department of Agriculture (ADA) Procurement Office to provide software licensing and related Items, on an as needed basis. Interested and qualified parties are invited to submit quotations to provide the products and/or services described within this RFQ.
2. Submission: Offeror's shall complete, sign and submit: Page 1 and 2, with "Vendor Offer" portion completed and provide Price Sheets that reflect the Departments prices for the items in the categories presented.
3. Every effort has been made to include accurate information, instructions, and specifications necessary to tender an offer. If the solicitation requires modification or augmentation, ADA will issue an official written amendment. ADA takes no responsibility for any other information. Vendors who trust information not specifically contained in this RFQ, so at there own risk.
4. Direct all questions regarding this RFQ to the Buyer named on the front page of the RFQ.
5. A response to an RFQ is an offer to contract with the Department based upon the scope of work or specifications and the terms and conditions contained in the RFQ. Quotations do not become contracts unless the authorized Procurement Officer accepts them and the Contract Award portion of the RFQ is executed by the Procurement Officer. ADA will not compensate anyone for preparing or presenting a quotation to this RFQ.
6. The RFQ is an information solicitation and offers received are not read at a public opening. However, the information and contract file may be publicly reviewed after an award.
7. It is the responsibility of the Offeror to examine the entire RFQ and seek clarification of any requirement that is unclear; and to check their quotation for accuracy before submitting it. No quotation shall be altered, amended or withdrawn after the specified date and time for receiving Quotations. Negligence by the Vendor in preparing the Quotation confers no right for the withdrawal of the Quotation after it has been opened.
8. The Department reserves the right to reject any, or all, bids, combination of items or lot, and waive defects or informalities. Failure to respond to pricing or any other requirement of the RFQ may result in rejection of a quote.
9. The individual signing the quotation must initial erasures, interlineations or other modifications in the Offeror's quotation, in ink.
10. In case of error in the extension prices in the Quotation, the unit price will govern.
11. Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality, design or performance which is desired. Any bid that proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give a complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request for Quotation.
12. Persons with American Disabilities Act status may request equitable accommodation by contacting the Buyer and are asked to request as early as may be possible allow time to arrange the facilitation.
13. Contract award will be made to the responsible bidder whose quote confirms the requirements of the RFQ and is most advantageous to the State.
14. The Arizona Procurement Code and Enterprise Procurement Services (EPS) Standard Instructions to Offeror's are a part of this document as if fully set forth here; and are available for public review on the EPS website: <http://www.azeps.az.gov>